

CHARTER
DEPARTMENT OF THE INTERIOR
ACQUISITION MANAGERS' PARTNERSHIP

PURPOSE

The Department of the Interior (DOI) Acquisition Managers' Partnership (AMP) is a forum for the Bureau Procurement Chiefs (BPC), with liaisons from the DOI Office of Property and Acquisition Management (PAM) and the DOI Office of Small and Disadvantaged Business Utilization (OSDBU), to provide timely, quality policy support for the acquisition community governing the procurement of goods and services needed to protect our Nation's natural and cultural heritage. The AMP will collaborate with other disciplines and organizations as needed.

ROLES AND RESPONSIBILITIES

DECISION-MAKING

Each BPC or their designee has one vote. If a BPC or their designee does not attend the meeting, then the Bureau agrees to comply with any recommendation/decision made by the AMP in their absence. The PAM and OSDBU will be non-voting members who will contribute to discussion and the decision-making process. A consensus will be sought on matters that come before the Partnership. If consensus cannot be achieved, a simple majority vote will be the basis for the decision. When approved by the Director, PAM, recommendations made by the Partnership are binding on bureaus and offices.

LEADERSHIP

A chairperson and vice chairperson will serve for one calendar year. At the conclusion of each term, the vice chairperson will become the chairperson for the next term, and a new vice chairperson will be elected from among the Partnership representatives. The chairperson and vice chairperson are responsible for the direction and administration of the Partnership which includes the following:

- Track, monitor and report on the Annual Plan;

- Arrange and chair Partnership meetings, coordinate the agenda, facilitate or arrange facilitation, prepare meeting minutes as appropriate, and distribute meeting minutes to each Partnership representative;
- Represent the Partnership at other Departmental meetings;

RESOURCES

The Bureaus will provide the Partnership resources to support AMP initiatives.

PARTNERSHIP ADMINISTRATION

Annual Plan, Measures, Commitments

During the final quarter of the calendar year, the partnership shall prepare an annual plan, develop measures, and provide resources for specific commitments to be completed during the following fiscal year.

Meetings

Meetings will be held the second Wednesday and Thursday of the even months. A conference call will be conducted the second Wednesday of the odd months. Suggested agenda topics should be submitted in advance of that meeting. Any documents distributed at a meeting will be provided to all Bureaus. Meeting minutes will serve as documentation of decisions made.

Signatures

Bureau of Indian Affairs

PSM for ANDY SAKALLARIS 4/12/06
Signature Name Date

Bureau of Land Management

Brian A. Heath BRIAN A. HEATH 2/9/06
Signature Name Date

Bureau of Reclamation

Karla J. Smiley
Signature

KARLA J. SMILEY
Name

2/9/06
Date

Fish and Wildlife Service

Robert D. Ashworth
Signature

Robert D. Ashworth
Name

4/12/06
Date

Gov Works

W.R. Archambeault
Signature

W.R. Archambeault
Name

6/23/06
Date

Minerals Management Service

Mark Eckl
Signature

MARK ECKL
Name

2/9/2006
Date

National Business Center

David Suttin
Signature

DAVID SUTTIN
Name

6/23/2006
Date

National Park Service

Heidi M. Ernst
Signature

Heidi M. Ernst
Name

9 February 2006
Date

Office of Surface Mining

Darlene G. Carter
Signature
Jackie Harris for
State Center

DARLENE G. CARTER
JACKIE HARRIS
Name

2/9/06
Date

U.S. Geological Survey

Scott G. Morton
Signature

SCOTT G. MORTON
Name

2/9/2006
Date